

Thursday 1 May 2025

Chief Executives and Managing Directors  
TDA Members

Dear Colleagues

### **TDA Convention 2026 – Exclusive Member-Only SUPER Early Bird Registrations**

TDA is pleased to announce that TDA Convention 2026, themed *POWER of TAFE*, will be held from the evening of Tuesday 5 May until COB Thursday 7 May 2026, at the Brisbane Convention & Exhibition Centre (BCEC).

TDA Convention 2026 includes the two days of the convention, and

- The Convention Dinner on the evening of Tuesday 5 May at BCEC
- The Networking event on Wednesday 6 May at the Queensland Gallery of Modern Art (GOMA).

The purpose of this letter is to advise you that the SUPER Early Bird Registration offer for TDA members only will once again be in place.

### **SUPER Early Bird Registration – Member Exclusive**

TDA is offering a special **SUPER Early Bird** registration rate, available exclusively to staff of TDA [member institutions](#). This offer is valid from **1 June 2025 to 31 October 2025**. Please note, this rate must not be shared outside your institution.

The **SUPER Early Bird** registration for the TDA Convention 2026 is **\$1,100 (GST inclusive)** per person and includes:

- Attendance on both convention days
- The Convention Dinner on Tuesday 5 May
- The Networking Event on Wednesday 6 May

This pricing is provided at cost, exclusively for members.

The **SUPER Early Bird** registration allows each TDA member to make bulk purchases of registrations. To reduce the administrative cost and sustain this remarkably low price, **once group tickets under the SUPER Early Bird rate are purchased no refunds** will be possible.

An invoice will be issued to the TDA Member for their bulk purchase. All registration payments must be made to ASN Events once invoiced (**not to the TDA bank account used for membership fees**).

I have attached the detailed SUPER Early Bird Registration Process and the Terms and Conditions.

A Group Manager will be responsible for SUPER Early Bird registrations for their organisation.

Therefore, each TDA Member will need to nominate a Group Manager and advise TDA. TDA will pass

that information to ASN Events. ASN Events will provide the Group Manager with detailed instructions. Please let [memberservices@tda.edu.au](mailto:memberservices@tda.edu.au) know by **end of May** who your Group Manager will be. As a guide, Executive Assistants to the CEO are often ideally placed to take on this role.

If you or the Group Manager have registration enquiries, please contact:

**ASN Events – TDA Secretariat**

Email: [TDA2026@asnevents.net.au](mailto:TDA2026@asnevents.net.au)

Phone: (03) 8658 9530

Please note, for those who were involved in TDA Convention 2024, the process has some improvements. For example, there will be no dummy registrations. Delegates must be registered with their name and their proper organisation email. This can happen any time after the bulk purchase has been requested and payment made, up until Friday 20 March 2026.

With this improvement, there is a catch. To offer you this hugely reduced price we must reduce administration costs. Therefore, there will be **no refunds and no extensions beyond 31 October 2025** to the bulk **SUPER Early Bird registrations**.

In addition, there are optional site visits available to TAFE Queensland SkillsTech OR TAFE Queensland Brisbane Southbank on Tuesday afternoon 5 May and to TAFE Queensland Gold Coast on Friday 8 May. Details will be provided at a later date.

Should you wish to discuss this SUPER Early Bird registration further please contact [memberservices@tda.edu.au](mailto:memberservices@tda.edu.au).

I strongly encourage you to take advantage of this excellent opportunity.

Kind regards



**Jenny Dodd**

Chief Executive Officer  
TAFE Directors Australia

### SUPER Early Bird Registration – Process

1. Decide how many registrations your organisation would like to purchase.  
**Please note:** NO refunds will be provided for unused pre-purchased registrations at the SUPER Early Bird rate.
2. Determine a Group Manager for your organisation. Email their details to TDA at [memberservices@tda.edu.au](mailto:memberservices@tda.edu.au). TDA will send the list of Group Managers to ASN. The Group Manager is the contact point for ASN Events and is the **only person who can register delegates** under the SUPER Early Bird registration rate.
3. Email ASN Events at **TDA2026@asnevents.net.au** with the total number of registrations required (the Group Manager). Delegate names are **NOT** required at this time.
4. Pay the group invoice that ASN Events issues to your organisation before **31 October 2025**.  
**Please note:** NO refunds will be provided for unused pre-purchased registrations.
5. Once payment is received, ASN Events will send a unique registration link to your organisation's Group Manager.
6. Group Managers will require the following information to register delegates:
  - Name
  - Position
  - TDA member organisation Email e.g. [firstname.secondname@tafename.edu.au](mailto:firstname.secondname@tafename.edu.au)
  - TDA member organisation
  - State
  - Postcode
  - Mobile
  - Whether the delegate will be attending the social functions (both events are covered in the cost of registration and there is no reduction in the SUPER Early Bird price for not attending).  
**Please note:** if the Group Manager has not been advised by the delegate whether the delegate is attending these events, **SELECT** them anyway:
    - Tuesday 5 May - TDA Convention 2026 Dinner and TAFE Staff Recognition Award
    - Wednesday 6 May - Networking Function
  - Dietary requirements.
  - Special Requirements (i.e. accessibility)
7. Once the Group Manager receives the unique registration link, start to register delegates using the person's name and their TDA Member email address. **Please note:** only the Group Manager can register delegates using this link. The Group Manager can add in delegate names and email addresses at any time up to the number of SUPER Early Bird registrations purchased and before **Friday 20 March 2026**. The Group Manager should not use the same email address twice.
8. Register all delegates with their name and correct email address **by Friday 20 March 2026**.

### Group Manager process for booking accommodation from the TDA Convention 2026 hotel list available on the TDA Convention website

We're thrilled to announce a brand-new way to lock in your accommodation for the TDA Convention 2026. When you receive your unique registration link (on receipt of group registration payment), Group Managers will also receive an exclusive link to book accommodation directly through our partnered third-party website at the special discounted conference rates. This handy link can be used by the Group Manager to book on behalf of their delegates, or simply forwarded on so delegates can arrange their own stay. **Please note:** Accommodation is limited and subject to availability. All participating hotels and exclusive rates will be available on the official TDA Convention 2026 website. It's seamless and designed to make your convention experience that much smoother!

Alternatively, delegates can book their own accommodation outside of the hotels listed on the TDA Convention website.

Check that all purchased SUPER Early Bird registrations have a name, unique email (must have a TDA member organisation email) and accommodation booking (if required) by no later than **Friday 20 March 2026**.

SUPER Early Bird offer: IMPORTANT DATES	
SUPER Early Bird offer opens	1 June 2025
SUPER Early Bird offer closes (NO EXTENSIONS)	31 October 2025
Full payment due for SUPER Early Bird bulk registrations	31 October 2025
Last date for SUPER Early Bird delegates to be registered by Group Manager	20 March 2026
Last date for cancellations and changes for accommodation bookings	30 days prior to check in
Last date for dietary changes	21 April 2026

## SUPER Early Bird Registration – Terms and Conditions

### Availability and costs

- Available only to TDA members from **1 June 2025 to 31 October 2025**.
- Cost is **\$1,100 (GST inclusive)** per registration and includes both convention days, the convention dinner, and networking event.
- Registrations must be paid and cleared by ASN Events by **31 October 2025**.
- **NO** refunds will be available for SUPER Early Bird registrations.

### Registration

- A nominated Group Manager from each member organisation will be responsible for purchasing and managing all SUPER Early Bird registrations. (See Instructions).
- Delegate names are not required at point of purchase.
- Once payment is confirmed, ASN Events will send a unique registration link for the Group Manager to register delegates.
- Group Managers must use the delegate's unique **work email address for registration and the email can only be used once**. This is the email address that must be used in the lead up and throughout the duration of the convention. **Please note:** *Only TDA member organisation emails can be used for SUPER Early Bird registrations.*
- All delegates in the SUPER Early Bird group must be registered by **Friday 20 March 2026**.

### Transferring registrations

- Registrations can be transferred to another individual in the same organisation and changes can be made before **Friday 20 March 2026**.
- The Group Manager will create the new delegate's profile and add the registration, then advise ASN Events who the new registration is and who they are replacing. ASN events will then complete the transfer and remove the original SUPER Early Bird registration.
- **After Friday 20 March 2026** registrations can be transferred to another delegate. Accommodation booking changes will be subject to the terms of the individual hotel outlined on the accommodation booking portal.
- **After 21 April 2026 there can be no dietary changes.**

### Other important information

- The SUPER Early Bird period will **NOT** be extended beyond **31 October 2025**.
- All accommodation booked via the convention accommodation booking portal (third party website) can be managed, transferred and cancelled any time prior to 30 days before check in date.
- Individuals of TDA members who wish to register outside the Group Manager process pay the TDA Member rate (\$1430 incl GST) and register themselves.